



## **DISTRICT OFFICE CONGRESSIONAL INTERNSHIP PROGRAM DESCRIPTION**

**Program Description:** The goals of this internship program are to develop professionalism in a high-paced environment and to provide the intern an opportunity to learn about constituent services and community outreach conducted from the Congressional District Office. Interns will be regarded as members of the staff and be expected to represent Congresswoman Cathy McMorris Rodgers both inside and outside the office in an appropriate, helpful and courteous manner to both constituents and other staff members. As a result of interning in this office, the intern will have strong professional experience, a high level of proficiency with the database software IQ, and exposure to the political aspect of government.

**Position Summary:** Primary responsibilities include but are not limited to clerical duties such as answering phone calls, processing mail, directing constituents to the proper offices and agencies, research, and updating the database. This experience will equip them with skills and experiences that can be readily applied to any future challenges or career endeavors. Interns will report directly to the Staff Assistant.

**Internship Application Deadlines, Program Start and End Dates are pursuant to the relevant academic calendar and therefore vary from institution to institution.**

### **Administrative Functions:**

- Answering phones and inputting comments into IQ database
- Providing excellent service to constituents over the phone and in person
- Timely and accurate entry of business cards
- Running errands

### **Special Projects:**

- Meeting project deadlines as assigned
- Delivering high quality results

### **Professional Development:**

- IQ (Internet Quorum) Training
- Exposure to the political aspect of government

### **Skills and Knowledge Required:**

- Highly motivated with ability to multitask
- Superb writing ability and command of the English language.

- Comprehensive competence of database software and Microsoft Office including Outlook, Word, and Excel.
- Highly detail oriented and organized
- Professional telephone manner
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner